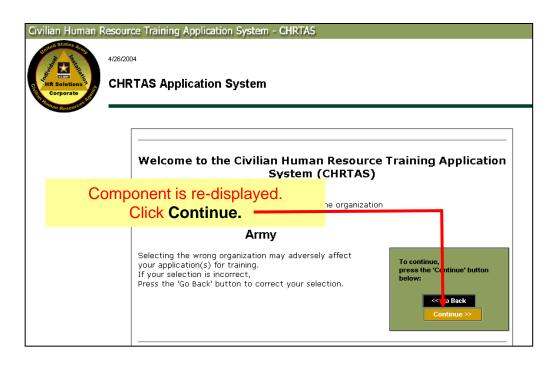
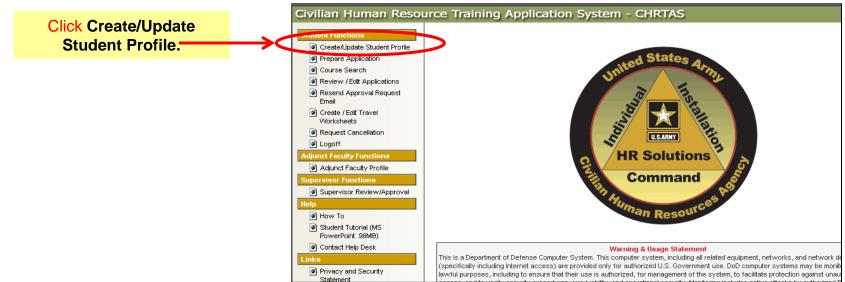
☑ How to Create Your Student Profile in CHRTAS









Verify/Enter CHRTAS Information	
CHRTAS Info:	
SSN: 1234F9873 Last Name: Schmitt First Name: Karl MI: N/A	
Gender: Male Date of Birth: Jun V 03 V 1947 V	
Home Street: Musterstrasse City: Mannheim State: ZIP: 68239 -	
Disabilities: No Special Requirements: Please select a Special Requirement if Disabled Tenter requested information. Use	
Preferred Name for Name Tag: Karl Intern: N/A TAB to move from block to block.	
Are you a Local National? (LN): Yes Are you Non-Appropriated Funded? (NAF): No	
Will ACTEDS funds be used for your travel and/or perdiem? Not Applicable	
FOR MILITARY MEMBERS: Select Rank	
Rank:	
Officer Branch:	
FOR CIVILIAN EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13 FOR CONTRACTORS: Select CI as your Pay Plan, 0CON as your Job Series and 11 as your Pay Grade. All LN employees	
Pay Plan: F - NON-US MILITARY OR CIVILIAN Job Series: 201 [Click on hyperlink for table] Pay Grade: FC - Pay Plan Click on F	
Emergency POC Contact Info: Pay Grade click on FC	
Last Name: Schmitt First Name: Ute MI: N/A	
Phone: 049 - 621 - 1234567 Use drop-down menu to choose	
CHRTAS Profile Contact Info: Your series.	
Office Symbol: AEAGA-C	
Major Command (MACOM): 26TH SUPPORT GROUP, MILITARY COMMUNITY HEIDELBERG (ED) ▼	
Installation: 26TH AREA SUPPORT GROUP - HEIDELBERG	
Organization Address: CHRA-E, HRDD City: APO State: AE ZIP: 09100 -	
Country: GERMANY	
Phone: 049 - 621 - 123456	
DSN: 375 _ 1234	
Are you a supervisor? Yes (If so, please complete the items below)	
▶ How many employees do you supervise? 4-10 ▼	
Length of time in current position? 10 year(s) month(s)	
Total length of time in a supervisory position? 15 year(s) 3 month(s) Important! Since CHRTAS uses email to notify students, ensure you enter your correct email address.	
If it is not entered correctly, you will not be informed about your enrollment.	
Use your military email address. Nominating Supervisor's Contact Info:	
Name: John Doe Phone: 049 - 621 - 553333 DSN:	
If the address is entered incorrectly, your application will not be processed. Is the email address of your supervisor correct? The application of the processed is the end of the correct will be processed.	on
Approving Supervisor's Contact Info (Optional): will be automatically sent to your supervisor for approval.	
Note: CHRTAS allows for either one or two Supervisors in the Training Approval Process. Follow your local policy when identifying appropriate	
Important! If your Nominating Supervisor and Approving Supervisor are the same person or you only have one supervisor, just complete the no blank. Last Step: Click Create/Upo	ate